

# New Orleans Civil Service

### AN EQUAL OPPORTUNITY EMPLOYER

#### OFFICIAL CLASS TITLE

### ENTRANCE SALARY:

Range: \$79,987 - \$90,567\*\*

CAPITAL PROJECTS ADMINISTRATOR,
ASSISTANT
(CLASS CODE 4409)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

## KIND OF WORK:

Highly responsible administrative and supervisory work assisting the Capital Projects Administrator with work involving the preparation of capital projects requests, coordinating the work of staff architects and capital projects; and related work as required.

### MINIMUM QUALIFICATION REQUIREMENTS:

- 1) Two (2) years of experience in a job with duties and responsibilities equivalent to work with the City of New Orleans at the level of Senior Engineer (pay grade 66) which involved the preparation and/or monitoring of capital improvement projects.
- 2) A Bachelor's Degree in Architecture or Civil Engineering from an accredited college or university.\*
- 3) Possession of a current Louisiana Architectural License or registration as a professional engineer.\*

<u>NOTE</u>: Out-of-state licenses are acceptable. However, if appointed, the employee must obtain a license to practice architecture in the State of Louisiana during the probationary period. No probationary period may last longer than one (1) year.

\*Original college diploma, official college transcript, original license and/or proof of registration must be presented within two weeks of applying.

A special Capital Projects Administrator, Assistant Work History Form must be completed and returned to the Civil Service Department within two (2) weeks of applying.

### (SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

\*\*Hiring rate will be contingent upon an assessment of the

candidate's superior qualifications as determined by a matrix of experience, education, licensing, special skills and achievements.

Note to Out of Town Applicants: Copies of college diploma/transcript specifying degree and copies of license and/or proof of registration are acceptable for application purposes; however, original documents must be presented in order to be hired.

Announcement No. 8007 September 8, 2006 (Amended 9/22/06, 9/27/06, 7/31/07 and 11/01/08)

Domicile requirements have been waived for this examination.

#### KIND OF EXAMINATION:

A rating of training and experience, weighted 100%. Credit will only be given for experience gained within the last ten (10) years.

This is an original entrance examination.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.

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